

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Communications and  
Deputy Director of Personnel (Deputy Director  
(Support) Members of Agency Committee on Manpower)

FROM : Acting Chief, Audit Staff

DATE: 25 November 1955

SUBJECT: Agency Manpower Study - Audit Staff

REFERENCE: Memorandum from the Deputy Director (Support) Members of the Agency Committee on Manpower Dated 17 November 1953 to all Deputy Director (Support) Components

1. The Chief, Audit Staff is responsible for the audit of all matters, domestic and foreign, relating to the receipt, disbursement and application of funds and assets available to the Agency. He is responsible for the final audit of all confidential funds and for assuring the Director that such funds have been accounted for in accordance with laws and regulations governing the Agency and within the provisions of approved plans, contracts, and agreements.

2. The manpower of the Audit Staff authorized or available to carry out these responsibilities on a world-wide basis is as follows:

T/O Authorized	On Duty Strength
21 October 1955	31 July 1955

Supervisory, administrative -	
clerical .....	
Professional auditors	
Branch chiefs .....	
Chief Field auditors .....	
Auditors .....	
Total .....	
In process 31 July 1955	
(auditors) .....	

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3. As indicated in the above table, the ceiling based on 31 July 1955 on duty strength is 9 less than the T/O authorized on 21 October 1955. The [redacted] was requested by the Chief, Audit Staff in a memorandum to the Deputy Director (Support) dated 8 August 1955 in which he stated that he considered a strength of [redacted] as the minimum required to provide a proper force to carry out the audit function. The memorandum also indicated that the Clarke Committee and the Inspector General, as a result of their

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investigations, recognized that the authorized strength of [REDACTED] (at the time of the investigations) was insufficient to perform a sound audit.

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4. The answers to the specific questions asked in reference memorandum follow:

- a. No recommendation is made for specific action to effect a 10 percent reduction in the Audit Staff. All audit functions now being performed are considered essential to a sound audit program. With the limited manpower the Audit Staff has had, it already has been necessary to streamline the audit program. This has been accomplished by (1) deferring certain audit functions considered to be less important than others although all are essential to a sound program, (2) making less frequent audits of certain activities than considered desirable, and (3) decreasing the scope of certain audits to a bare minimum. To effect a 10 percent reduction in current manpower would seriously affect the Audit Staff's ability to meet the responsibilities placed on it by Regulation 5-300.
- b. The Audit Staff is not performing any function or activity which is being performed by another Agency component or by another Government agency.
- c. The Audit Staff does have essential work requirements beyond present manpower capability as indicated previously in this memorandum. The additional manpower provided for in the revised T/O of [REDACTED] which was authorized 21 October 1955 is necessary to meet these work requirements.

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[REDACTED]